



(NO APPLICATIONS ACCEPTED BY FAX OR E-MAIL)

## INSTRUCTIONS FOR ORIGINAL BRANCH OFFICE, FORM LI-219

Use Form LI-219, Application for Branch Office, to establish a new branch office.

- Information you will need:
  - The legal name and license expiration date of the main office.
  - Name and license number of the licensee who will be branch manager.
  - Duties the branch manager will perform (see below).
- Submit a Salesperson/Associate Broker Change form, #LI-202, for the person being appointed branch manager, and a letter, signed by the designated broker<sup>1</sup>, delegating authority to the branch manager.
- Submit a completed LI-202 for each additional salesperson and associate broker being hired to the branch.

### Fees:

- The branch office fee is prorated based on the expiration of the employing broker (main office) license. Based on the number of months until the employing broker's license expiration date, the fee for the branch office is:

1 – 12 months	\$35
12 – 24 months	\$50
- If not currently employed by this Employing broker, include a hire/sever fee of \$20 for each salesperson or associate broker being licensed to the new branch office (check or money order only).
- To transfer salespersons and associate brokers currently employed by this Employing Broker to the new office, submit a completed Salesperson/Associate Broker Change Form, #LI-202, to transfer the branch manager and each additional salesperson and associate broker being transferred to the new office; include change fee of \$10 for each (check or money order only).

**Attach check or money order to the front of the completed applications.**

### APPOINTMENT OF A BRANCH MANAGER IS REQUIRED

A salesperson or associate broker must be appointed manager of each branch office. Review A.A.C. R4-28-301 and A.R.S. § 32-2127 for authority that may be vested in a branch manager.

### ASSOCIATE BROKER AS BRANCH MANAGER:

A designated broker may delegate full authority to an associate broker who manages a branch office, including signing commission checks. The associate broker may be a signatory on a broker established branch office trust account for business generated by the office the associate broker manages. The associate broker may also be authorized to sign commission checks drawn from a property management trust account, review and initial contracts and supervise the activity of salespersons and associate brokers licensed to the branch.

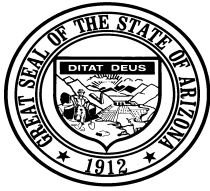
### SALESPERSON AS BRANCH MANAGER:

A salesperson branch manager may perform any office management tasks that are not statutory duties of the employing broker. A designated broker may *not* delegate to a salesperson who is appointed branch manager authority to perform acts for which a broker's license is required. That is, cannot hire or sever licensed employees, review and initial contracts under A.R.S. § 32-2151.01, sign renewals for employees licensed to the branch, or sign commission checks, among other duties. The salesperson branch manager may be a signer on a branch office trust account.

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

Persons with disabilities who need this document in an alternate format should contact the Department at 602.771-7766 or [IADA@azre.gov](mailto:IADA@azre.gov) to make their needs known

<sup>1</sup> If signing as broker's designee, attach a copy of the delegation of authority to the application before filing with the ADRE.



**STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE**

2910 N. 44th St, Ste 140  
Phoenix AZ 85018  
(602) 771-7700

400 W. Congress, Ste 523  
Tucson AZ 85701  
(520) 628-6940

For Department Use Only

**DO NOT FILE BY FAX OR EMAIL**

**You can do more than renew online! Go to [www.azre.gov](http://www.azre.gov)**

**APPLICATION FOR BRANCH OFFICE, FORM LI-219**

**SEE CHECKLIST FOR INSTRUCTIONS AND FEES**

Effective Date \_\_\_\_\_

Branch Office Lic. No \_\_\_\_\_

Date Entered \_\_\_\_\_

By \_\_\_\_\_ ☐ TF 1 ☐ TF 2

**MAIN OFFICE INFORMATION:**

Main office license No: \_\_\_\_\_ License Expiration (Mo/Yr): \_\_\_\_\_

Legal Name of  
Employing Broker: \_\_\_\_\_

Name of designated broker: \_\_\_\_\_ License Expiration (Mo/Yr): \_\_\_\_\_

**BRANCH OFFICE INFORMATION:**

Branch office address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

This office will be managed by a licensed: ☐ Salesperson ☐ Associate broker (**Attach Form LI-202 and delegation letter**)

Name of licensee: \_\_\_\_\_ License No: \_\_\_\_\_

**Describe in writing the authority vested in the branch manager pursuant to R4-28-304 and A.R.S. § 32-2127 and as described in the instructions for this form:**

---

---

---

**Signature of designated broker:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”**

Persons with disabilities who need this document in an alternative format should contact the Department at 602-771-7766, or [IADA@azre.gov](mailto:IADA@azre.gov) to make their needs known.